

**City of San José**  
**Department of Parks, Recreation and Neighborhood Services**

**PARK TURNKEY PROJECT/AGREEMENT PROCESS**

In order to fulfill the requirements of the Parkland Dedication Ordinance (PDO) or the Parkland Impact Ordinance (PIO), the applicant must provide the equivalent of 3.0 acres of parkland per 1,000 residents anticipated to live in the proposed development. This is accomplished in one or more of the following ways:

- Dedicate land
- Construct a “turnkey” park
- Construct qualifying private recreation facilities
- Pay an in-lieu fee
- A combination of the above.

If a project is 50 residential units or less, then the payment of in-lieu fees is standard.

The purpose of this fact sheet is to describe the key milestones and standard duration for the development of a turnkey park project. The timelines provided should be considered a guideline, as each project varies. In general, a master plan, environmental clearance for the proposed park and a community input process are necessary to finalize the execution of a parkland agreement with the City Council. Once the turnkey park agreement is approved, final construction documents are prepared by the applicant’s team for review and approval by the City.

In general, the time frame to from project development zoning approval through the turnkey agreement approval by City Council ranges from about 6-9 months and is dependent on the design team’s submittals, City review times and community outreach efforts.

**1. Project Development Zoning (duration - varies):**

- This is the stage of the project at which the Turnkey Park site location, size and configuration established. The applicant shall work with the parks planning manager and their planning department representative to facilitate this process.

**2. Turnkey Park Concept Design Development (duration – 2-3 months):**

- Applicant hires a landscape architect to design the park
- Applicant and applicant’s design consultant shall initiate a meeting with Parks, Recreation and Neighborhood Services (PRNS) staff to discuss the potential park layout and concept prior to substantial work being performed on the park design
- Applicant sets a community input meeting in coordination with PRNS to discuss programming. Park naming nomination forms should be distributed at this initial meeting. Notice of the community meeting must be mailed to adjacent park residents with at least 2 weeks advance notice.
- Applicant provides an initial park concept and cost estimate to PRNS following the community meeting
- Applicant sets up a second community input meeting as necessary to obtain final comments on the park concept
- Applicant and PRNS staff to agree upon final park layout and cost estimate.

### **3. Parks and Recreation Commission (PRC) Approval (duration – 1 month)**

- PRNS places review of the park concept on the agenda for the PRC (1<sup>st</sup> Wednesday of the month). Applicant and design team attends meeting, presents project and accepts feedback from the Commission. A second meeting may be required as necessary.

### **4. Turnkey Park Agreement Approval (duration 3 months – concurrent with above items)**

- Applicant and PRNS staff agree upon final park concept and cost estimate based upon input from PRC
- PRNS staff develops final turnkey agreement and provides to applicant
- Applicant provides the following to PRNS:
  - Aigned turnkey agreement
  - Irrevocable offer of land dedication
  - Plat/legal description of the future park site
  - Proof of corporate signature authority
- City staff processes the agreement internally and schedules the item for City Council approval.

### **5. Turnkey Park Construction**

- PRNS collects Design Review & Inspection fee concurrent with submittal of 1<sup>st</sup> set of project specifications
- Applicant submits 50% plans/specifications to PRNS for review
- Applicant submits 95% plans/specifications to PRNS for review
- PRNS obtains construction bonds from applicant (performance/workmanship/materials) concurrent with final plan/specification & City approvals/signatures.
- Applicant to schedule pre-construction meeting after plans signed-off.
- Applicant to set meeting with PW/Equality Assurance to discuss project prevailing wage requirements.
- Construction of the park project is monitored by the Department of Public Works (DPW) for compliance with construction documents;
- DPW issues a Notice of Acceptance after improvements completed.

### **6. Grant Deed Processing/Site Acceptance**

- Applicant to provide updated Phase I (hazmat) report (if initial project hazmat reports older than 12 months) or Phase II clean-up letter from soils engineer, grant deed, plat map/description, corporate signature authority documents, environmental clearance documents, most current preliminary title report.
- PRNS to coordinate with City Real Estate (RE) for final park site deed acceptance; follow-up with RE & City Clerk's Office through deed acceptance/recordation.
- PRNS to Release performance/defective materials/workmanship bonds once project has received Notice of Completion.
- Notice of completion and acceptance is recorded at the County Clerk's Office.